

FS Direct

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Message from the Director

By Faye G. Barnes

Is it in the water or the air? Morale at the Department of State is at an all-time high. The *Washington Post* reports great enthusiasm for the new team at Foggy Bottom. Secretary of State Colin Powell is placing emphasis on management, people, and a much-needed budget increase with plans for increasing the number of new hires. We're into the 21st century on a positive note!

The new leadership has embraced the family-friendly programs and OPAP initiatives that were advanced last year. As soon as Ambassador Ruth Davis is confirmed as new Director General of the Foreign Service, her team will begin their agenda of moving the Bureau of Human Resources forward during these exciting times.

With the support of former Director General Marc Grossman, the Family Liaison Office got the green light from Secretary Powell to initiate a pilot to assist spouses seeking employment on the local economy. Grant Green, new Undersecretary for Management, encouraged FLO to produce results in 9 months. It has been a busy winter and spring! Currently, 15 spouses are participating in the program. FLO is working with a US-based contractor providing career management assistance. A local contractor, with the help of post management in Mexico City, Monterrey and Guadalajara, is building up a network of business contacts. FLO's employment specialist has made two trips to Mexico and stays in constant touch with the spouses and the contractors. We remain optimistic that this effort will succeed and plans are underway to expand this project in FY 02 to more posts worldwide.

FLO is also excited about another pilot project – the new child care center currently under construction at FSI. After years of discussions and feasibility studies, it is finally moving ahead. Penny McMurtry, working in HR's Employee Relations, has done yeoman's work. (See details on page 8).

And speaking of exciting times, as of September 2001, *FS Direct* will become an "ENEWS" letter, sent by email to all subscribers. To join the email list, please fill out the form on page 15. Enjoy your last printed copy of *FS Direct*.

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Career Management Strategies: Resources for Family Members Returning to Washington

*By Debra Thompson, FLO's Employment
Program Specialist*

Many family members will be returning to the Washington Metro area this summer after years of overseas assignments. Often these family members are concerned about how they will fit into the Washington job market. However, prior to returning to the U.S., there are many things they can do in preparation. These activities are all part of good career management.

Good career management involves you, the job seeker, as the President of your own company. As a Foreign Service spouse, career management is vital to maintaining a career in this fast-paced, frequently changing lifestyle we live. So, the first step is to define the direction you want to move in and develop a plan of action that will get you there.

Career counselors always advise clients to begin with **self-assessment** so that any goals and plans made will fit with an individual's values, skills, abilities, priorities, personality, motivations, lifestyle requirements and organization make-up. There is a wealth of books and articles describing the formal and informal tools available to complete a self-assessment. There are also many web sites offering self-assessment (list available on opposite page).

The job seeker should feel comfortable with the resources. It is vital to complete the self-assessment step. Career goals that do not

match a person's characteristics are doomed to failure.

The next step in career management involves **research**. Job seekers, whether changing careers, returning to a career, or continuing an established career, must:

- ⇒ know the market;
- ⇒ know that a given position or career field matches identified strengths and weaknesses;
- ⇒ determine the odds of securing a position in the identified fields and functions; and
- ⇒ be aware of his/her value in the job market.

By accessing salary surveys (see web site list on opposite page), the job seeker can determine a salary range prior to beginning the job search.

Research can be done in several ways. **Informational or investigative interviewing** is one way.

Interviewing someone currently in a position of interest is an excellent way to obtain information on the specifics of a position or field. Other resources include Temp Work, for an insiders view of a company or profession, Job Boards, for current information from people in positions of interest, Career Counselors, for assistance in locating positions and the Occupational Outlook Handbook, published by the Bureau of Labor Statistics, which lists several hundred professions and

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Web Sites for Self-Assessment, Salary and Occupational Research

Self-Assessment

Career Interests Game

<http://web.Missouri.edu/~cppcwww/holland.html>

Cal Berkeley's Career Site

<http://career.Berkeley.edu/Prep/PrepSkills.htm>

Washington University's Self-Management Skills Worksheet

<http://career-3.wustl.edu/cps/self/manage.htm>

University of Minnesota Duluth

http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html

Career Search

<http://cbweb9p.collegeboard.org/career/html/searchQues.html>

Career Perfect's Work

Preference Inventory

<http://www.careerperfect.com/CareerPerfect/careerplan.htm#cp.ass.inven.anchor>

The Self-Directed Search

<http://www.self-directed-search.com>

The University of Waterloo

<http://www.adm.uwaterloo.ca/infocecs/CRC/manual/skills.html>

Career Interests Checklist and Career Search

<http://icpac.indiana.edu/infoseries/is-50pl.html>

<http://cbweb9p.collegeboard.org/career/html/searchQues.html>

National Career Development Association

<http://www.ncda.org>

Occupational Research

America's Learning Exchange

<http://www.alx.org>

CareerInfoNet

<http://www.acinet.org>

Career, Not Just Jobs:

The Wall Street Journal Interactive

<http://www.careerjournal.com/Default.asp>

Careers Online Virtual Careers Show

<http://www.careersonline.com.au/show/menu.html>

Find Your Career: US News

<http://www.usnews.com/usnews/edu/careers/cchome.htm>

JobSmart/JobStar

<http://jobsmart.org/tools/career/spec-car.htm>

National Occupational Information Coordinating Committee

<http://www.noicc.gov>

Occupational Outlook Handbook

<http://stats.bls.gov/ocohome.htm>

O*Net

<http://online.onetcenter.org>

Salary Surveys

JobStar

This California-based career site lists more than 300 salary guides, calculators, and surveys.

<http://jobstar.org/tools/salary/index.htm>

Abbott, Langer & Associates, Inc

This site provides salary and benefits survey reports for information technology, marketing, accounting, engineering, human resources, manufacturing, legal work, nonprofit work, consulting and a few other fields.

<http://www.abbott-langer.com>

Wall Street Journal

This site lists salary data on more than 30 industries.

<http://www.careers.wsj.com>

Economic Research Institute

This site offers almost 100 international salary surveys.

<http://www.erieri.com/cgi-bin/intsurvey.cgi>

The Office of Personnel Management

This site lists the pay scales and wage systems of the federal government.

<http://www.opm.gov/oca/payrates/index.htm>

Moving Overseas with Children

By Marjorie Bigelow, *FLO's Education and Youth Officer*

As a parent you will have already discovered that traveling with children requires extra planning. Moving the family to a different country, whether for your first time or for your tenth, requires even more planning and consideration of the needs of each family member. For you and for your children you will want to find some closure with your current home, say good-byes to family and friends, talk about ways to keep in touch, buy a fax or computer, share contact information, take pictures and bring them along, pack holiday items, and reminders which when unpacked will make your new house your home. Your attitudes, your fears, and your enthusiasm will be apparent to your children at any age.

Babies: Young children will be aware of the move but will gain their security from their parents. Routines, familiar objects and food will help ease the transition to the new unfamiliar setting. Be sure you have a carry-on of these familiar items for even the youngest child. Your carry-on luggage should include all the supplies you will need for an infant until you are securely in your new surroundings. If you are unsure of availability of supplies at your destination, you may need to assure yourselves even a few more days worth. The luggage that gets rerouted and takes those extra days to arrive always seems to be the one with the items you just have to have. Pack carefully.

Most airlines will let you take a stroller onto the plane and stow it for you. If you are on a marathon flight or series of flights, all that equipment and supplies gets heavy and you will be grateful to have the stroller for the airport transfer. Passport control and customs lines at many stops are also marathons of endurance. If your travel orders allow you to take a stop along the way consider if this will make your trip easier or more difficult. When traveling with young children—and all that stuff—it sometimes seems easier to just slog through, hope your luggage is all traveling with you, and collapse and recuperate when you are at your new home at your destination. Bring your car seat as luggage with you, or if you can manage bring it on the

plane and use it for your child's safety on the plane. The first transportation at your destination may not have room to install a car seat but you will want to install yours in your vehicle as soon as you can.

Toddlers: If the thought of traveling with an infant is daunting, just try a toddler or two. As children become more aware of the changes in their lives they will still derive security from their parents but will also be reacting to the changes around them. Some children handle these changes easily; others will be frightened and confused. All the above holds true—make sure you have necessary supplies, familiar food and toys. Remember, a little regression is a common reaction to the traumas and excitement of moving. If they are newly toilet trained be sure to tuck in a few diapers or

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VISIT THESE FAMILY FRIENDLY SITES ON THE INTERNET

Family Liaison Office

<http://www.state.gov/m/dghr/flo>

Overseas Briefing Center

<http://www.state.gov/m/fsi/obc>

Office of Overseas Schools

<http://www.state.gov/m/a/os>

Associates of the American Foreign Service Worldwide

<http://www.aafsw.org>

Foreign Service Youth Foundation

<http://www.fsyf.org>

Around the World in a Lifetime

[http://www.geocities.com/heartland/
Meadows/5125](http://www.geocities.com/heartland/Meadows/5125)

Global Nomads International

<http://globalnomads.association.com>

Hand carry all papers and computer disks: Don't leave home without them

This list of papers and documents should be **hand carried** during any move. Keeping them in a portable file box or on computer disks makes them easy to collect in an emergency as well as for a scheduled move. Many Foreign Service families are now carrying lap top computers with them when moving so that records are available instantly. Laptop computers also provide for instant email access!

Employment Records

- Personnel Action forms (SF-50s)
- Resumes and sample cover letters
- Up-to-date copies of government applications
- Recent Earnings and Leave statements
- Performance Evaluation Reports
- Honors, awards, good performance citations
- Transcripts from colleges and universities
- Letters of recommendation
- Letters verifying community service
- Credentials, licenses, verifications for skills
- Writing samples
- Names and addresses of personal references
- Copies of security clearance forms
- Names of contacts for job search network

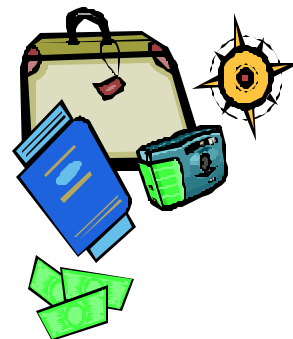


School Records for Each Child

- All transcripts from previous schools
- Copies of standardized test scores
- Profiles/brochures from last school
- List of textbooks used in last grade
- Recommendations from principals, counselors, teachers
- Copies of representative student work

Financial/Personal Records

- Medical/dental records, prescriptions, immunization cards
- Birth, naturalization, and marriage certificates
- Driver's license, auto insurance, title, and registration
- Personal checks, registers, bank statements
- Credit cards, bills, and financial records
- Contact information for doctors, dentists, and lawyers
- Household effects inventory
- Household goods insurance policy



CLO Training: Two regional conferences gather 33 CLOs

Training emphasizes the key role of the 21st century CLO: contributing to the goal of diplomatic readiness through programs that retain employees and families.

Twelve CLOs from Central and South America and Mexico flew to Fort Lauderdale, Florida the first week of March to join three FLO staff members for the first regional CLO Conference of the year. Just two weeks later, FLO was on the road again, this time to Vienna, Austria, to meet up with twenty-one CLOs from Africa and Europe. Trainers from FLO included Director Faye Barnes, CLO Support Officer Cathy Salvaterra, Publications Coordinator Sarah Genton (Ft. Lauderdale), and Support Services Officer Ginny Boncy (Vienna) – all former CLOs. CLOs had an opportunity to network with their peers and learn more about the CLO function and responsibilities in the areas of family member employment, education and youth, crisis management and security, welcoming and orientation, events planning, and other CLO services.

CLO Training Conference Ft. Lauderdale, March 6-9

First row (l to r): Sarah Genton, Faye Barnes, Debbie Cortinovis (Managua), Rebecca Kuhns (Tegucigalpa), Traci Ann Premo (Freeport), Cathy Salvaterra. **Second row (l to r):** Karen Bustamante (Santiago), Eliana Buentello (Monterrey), Kelly Suzanne Keef (Rio de Janeiro), Freddie Adams (Buenos Aires), Valerie Lunnan (Bogota), Susan Frost (Brasilia). **Back row (l to r):** Loretta Ramsey (Guatemala), Jodee Smith (Kingston), Fred Brems (La Paz).

Picture of CLO Conference

CLO Training Conference Vienna, March 27—30

First row (l to r): Susan Smith (Pretoria), Cathy Salvaterra, Ginny Boncy, Faye Barnes, Hala Laas (N'Djamena), Ana Navadel (Antananarivo), Kathy Cavanagh (Lusaka), Emily Soroko (Antananarivo), Ingrid Ashruf-Combs (Dar Es Salaam). **Second row (l to r):** Zita Buckley (Sarajevo), Sung Harrison (Kigali), Karen Ryan (Geneva), Sheila Frost (Dar Es Salaam), Melinda Swen (Bratislava), Linda Lipinski (Ljubljana). **Third row (l to r):** Donna Cole (Gabarone), Donna Elmendorf (Maputo), Allison Bowling (Addis Ababa), , Susie Brown (Niamey), Margaret Sarhan (Nairobi). **Back row (l to r):** Cosmos Vrampas (Ouagadougou), Lisa Campbell (Cotonou), Walter Coleshill (Vienna), Lynn Cummings (Budapest).

Picture of CLO Conference

Jeanne Weaver Named CLO of the Year

The American Foreign Service Association (AFSA) selected Jeanne H. Weaver, CLO at the American Embassy in Sofia, Bulgaria, as the recipient of the M. Juanita Guess Award for outstanding service as a Community Liaison Officer assisting American families serving at an overseas post. Regina Fitzsimmons, CLO at the American Embassy in New Delhi, India, was named runner-up.

The Family Liaison Office, which serves as the Community Liaison Office Coordinator (CLO) "home office," congratulates Jeanne, Regina and all the CLOs who were nominated for recognition. To illustrate the importance of the CLO Program, "CLOs worldwide now number 175, with many posts increasing CLO hours and staff to meet the needs of their communities," says Cathy Salvaterra, FLO's CLO Support Officer.

Four FLO Staff Members Receive Awards

Faye Barnes, FLO director, refers to the FLO office as "Lake Flobegon," in a take-off of Garrison Keillor's Lake Wobegon, "where all the children are above average."

FLO is pleased to announce Franklin Awards presented to Allan Moyes for keeping us organized through the office move last fall, to Paula Riddle for steering the Employment section during a time of unprecedented growth and change, to Kitty Bourke for her steady hand at the front desk and for providing program assistance to the CLO Support Officer, and a Meritorious Award to Debra Thompson for spearheading an innovative spouse employment pilot.

Documenting and Verifying Volunteer Service

For family members, volunteering time and energy to an activity overseas is not only personally rewarding, but can build new skills for future employment possibilities. FLO strongly recommends that all family members include volunteer experiences in their employment portfolio and get certification for any volunteer work so that it can be referenced if future employers want proof of skills and accomplishments.

U.S. Missions abroad will certify volunteer service by Mission members upon request. A statement documenting volunteer service should be prepared for the signature of the Ambassador or his/her designee. The person requesting certification prepares his/her own statement and addresses the letter to him or herself.

Pages 228 – 331 of the new *Employment Options for Foreign Service Family Members* outline the steps to accomplish documentation and certification. A sample letter is also shown in the publication. Family members can order a copy of *Employment Options* on page 13.

Shipping Your Pets: A Cost Now Covered Under the Miscellaneous Portion of the Transfer Allowance

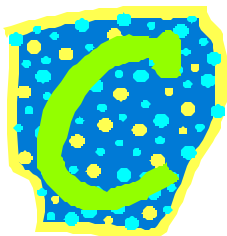
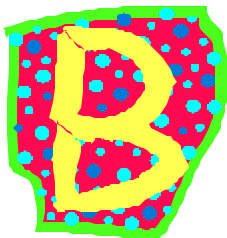
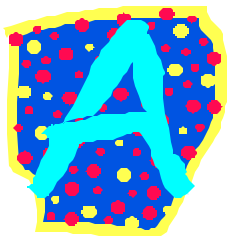


Families traveling overseas with pets, especially during the summer months, know all too well the expenses of shipping their four-legged family member. Department of State cable 54870 (03-28-01) provides clarification on regulations that affect traveling overseas with pets. This new clarification provides for reimbursement of certain extraordinary costs under the miscellaneous portion of the standardized regulations (DSSR 241.2). The Department of State has now determined **that shipping of a pet can be covered under this miscellaneous portion of the transfer allowance.** You must make an itemized claim.

The allowance is subject to certain limits depending on salary and family status. Any costs beyond those limits are at personal expense. However, in some cases the excess expense may be claimed as moving costs when filing your income tax. DOS employees should consult a professional tax consultant or the IRS for more information.

FSI Child Care Center to Open in Early Fall

*Parents wishing to enroll their children either this fall or in 2002, should contact Ms. Beatrice Tierney either by email
beatierney@aol.com
fax
(703) 525-0555
or
telephone
(703) 525-0593*



Plans are on track for the pilot FSI Child Care Center to open in early fall. The Center is one of two very exciting quality of life initiatives that Secretary of State Colin Powell announced at his January 25, 2001 town meeting. Since that time the child care working group has received enthusiastic responses from more than 20 Foreign Service families interested in enrolling their children this fall or early next year.

The primary purpose of the pilot is to offer on-site child care to families in training at FSI who are not normally resident in Washington and are transitioning between overseas assignments. Space permitting, other employees may enroll their children at this convenient location. This will be a modest center with an anticipated enrollment of approximately 25 children between the ages of 6 weeks to 5 years.

Construction of the modular center is anticipated to be completed in August. FSI is planning to offer full-time day care starting in September, barring unforeseen circumstances. Beatrice Tierney, an experienced child care provider, has been selected to manage the facility. Ms. Tierney currently operates two child care centers in Virginia. She is familiar with the unique needs of Foreign Service families and is offering a curriculum adaptable for children in either short or long term care.

Center hours will be 7:30 am to 4:30 pm, Monday through Friday. Tuition fees are in keeping with rates charged by other licensed child care centers in the Northern Virginia area. Weekly rates are noted in the chart above.

FSI Child Care Center Weekly Rates

infants and young toddlers
6 weeks to 20 months, \$238.00

older toddlers
20-36 months, \$228.00

preschoolers
36-60 months, \$175.00

daily drop-in care
will be provided on a space
available basis for children
20-60 months of age at the rate of
\$50.00 per day

Parents wishing to enroll their children either this fall or in 2002, should contact Ms. Beatrice Tierney either by email at beatierney@aol.com, fax (703) 525-0555, or tel (703) 525-0593. It is suggested that those interested relay that interest as soon as possible since the Center will operate on a "first-come, first-accepted basis," giving first priority to incoming students. Ms. Tierney will be consulting with FSI/EX to confirm that first priority goes to FSI students.

Information on FSI Child Care Center operations is available on the HR/ER intranet site:

http://hrweb.hr.state.gov/er/worklife/child_care.html

This site can provide parents with other details of Center operations and biographic information on the child care provider.

THE PIT RETIREMENT "BUY BACK"

Foreign Service family members who worked overseas on part-time, intermittent or temporary appointments ("PITs") before December 31, 1988, can still purchase retirement benefits for that period retroactively. After sending their requests with relevant documentation to the Retirement Office (HR/RET), they receive a form to fill out and mail in to the Office of Personnel Management. From OPM, they receive a calculation of the amount, plus interest, that they need to deposit in order to have retirement credit for those years.

However, after the Federal Employees Retirement System (FERS) law took effect in the beginning of 1989, PIT work was excluded from retirement coverage. This means that family members can no longer buy back retirement credit for any PIT work after January 1, 1989 to the present. In May, 1998, the Family Member Appointment (FMA) mechanism was added to the Department of State regulations so that family members who were hired under an FMA appointment could receive retirement credit under FERS and

have the amount deducted from their pay.

Almost 200 family members who worked as PITs between 1989 and 1998 returned surveys to the American Associates of the Foreign Service Worldwide (AAFSW) as an indication of their interest in this issue. Through FLO advocacy and the hard work and cooperation of Associates of the American Foreign Service Worldwide (AAFSW) and the American Foreign Service Association (AFSA), Congressman James Moran (Arlington, VA) sponsored legislation to remedy this inequity. The bill, H.R. 1496, was introduced in early April, 2001.

AFSA and AAFSW are asking family members who are interested in supporting this initiative to contact their congressional representatives and ask for their backing. This issue is also important to current career employees who worked after 1988 on a regular PIT appointment overseas and have now joined the Foreign Service or the Civil Service. Email www.aafsw.org or www.afsa.org for more information.

Congressman James Moran (D-VA) introduced legislation in April, 2001, to remedy the lack of retirement benefits for employees who worked under PIT appointments from 1989 to the present. The bill is H.R. 1496.

ELDERCARE EMERGENCY VISITATION TRAVEL (EVT)

Effective January 15, 2001, the Emergency Visitation Travel (EVT) benefit (3 FAM 3740) is extended to permit Department of State employees and eligible spouses who are serving overseas to visit a parent who has suffered a breakdown in health requiring reassessment of the parent's living situation. An employee or eligible spouse is limited to two Incapacitated Parent EVT trips per lifetime (EACH) and is required to selfcertify that proposed travel meets the regulation standards. For Incapacitated Parent EVT only, an employee may designate a spouse to travel in his or her place. Employees and posts should follow the proper procedures when seeking approval for the eldercare travel benefit. Upon receiving notice that the parent of an employee (or eligible spouse who is residing at the post with the employee) has become incapacitated and requires assistance to evaluate his or her living situation, the employee submits a statement (or selfcertification) to the post Administrative Officer (or his or her delegate) requesting EVT. Employees of non-State agencies should check with their Human Resources officer to confirm that the benefit is available to them. For more information, check 3 FAM 3740 or contact your Human Resources Officer or Administrative Officer at post.

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pull-up pants. You may just need them. Those long plane rides and airport waits, unfamiliar bathrooms and routines, times when the seatbelt light is on and you cannot get up, may just wreak havoc with newly acquired skills.

As a toddler becomes aware and makes choices, make sure they have been given a choice in what is packed. As you pack up their bedroom, make sure you let them see that special box of their favorite items get packed for the airfreight, and be sure they have a backpack or carryon suitcase of their own for the airplane trip. Include favorite snacks, extra clothes, and some special surprises to make the trip easier on everyone. Let them help decide what they perceive as the “essentials.” Discourage toys with tiny parts which will be lost on the plane or dropped off the tray, or make sure they are containable in a plastic bag or container with a screw on lid that little hands can manipulate even when they really are too tied to function. Remember, with a seat belt on, or sitting in their car seat on the plane, the adult positioned tray table is not always very useful. Order a child’s meal if your child would prefer and if they are available.

Older children: As children reach school age, they can understand a lot of what it means to move. They also can understand the excitement of moving to a new culture and exploring a new area of the world. You can begin discussing the process with them long before the actual move, giving them the opportunity for input and allowing them choices when possible. They can soon be responsible for choosing and packing the items they need for the plane and want in the airfreight. Direction may need to be given for the first move for younger children but they soon will understand the process and can be very responsible.

Again, regression is a normal reaction to all the changes and you may notice some immature reactions and behaviors that you thought were long gone. Be patient.

Living abroad

Welcoming: People welcoming you to your new home will sometimes have forgotten the fears and fatigue they felt upon arrival. You, too, may feel an initial burst of energy and excitement but if you are fighting jetlag along with all the other factors of moving, expect fatigue to wash over you at some point. Be sure to let your welcomers or sponsors know when your family just needs an opportunity to recoup, relax, and retreat a bit.

Your children may be a bit more dependent than their normal style and not want to be too far away from you. If a parent needs to excuse him or herself from a welcoming function where children cannot be included feel comfortable to explain that to your host. Familiar routines, a familiar pillow or toy on a new bed, a favorite book at night, a CD of familiar music or stories, will all go a long way to assist with a transition. To children, nothing says home quite like mom or dad so you are still the most important factor in reassuring them that this new home will be fine, although different.

Childcare: Select childcare every bit as carefully as you would in the States. Your CLO or neighbors may have good suggestions. You need to use your common sense and good judgment to be sure the arrangements coincide with your values and child rearing style. Hire on a trial basis, if possible, and be sure there is compatibility and trust. Ideally you should be able to drop in at unscheduled times to be sure the childcare provider is functioning at your desired standards. You will probably need to invest some time initially to instruct the childcare provider on your expectations with regard to meals, naps or bedtimes, television watching, discipline, responsibilities, and everything else that you do as a parent. (End)

2001 Foreign Service Youth Award Winners

Despite the interruptions to their lives by frequent relocations, Foreign Service teenagers around the world make significant contributions to their embassy communities, their schools, and their local communities. To recognize Foreign Service teenagers who demonstrate outstanding leadership in their community or service to their peers, the Foreign Service Youth Foundation presents their annual Foreign Service Youth Awards.

Award recipients for 2001 once again exemplify the talent, commitment, dedication, vision, and volunteer spirit that characterize a great many of our Foreign Service youth. Secretary of State Colin Powell will present the awards at a special ceremony on June 29, 2001, at the Department of State. Winners receive a \$1000 savings bond. Harry M. Jannette International and Wood Wilson Company, Inc., sponsored these awards for the first time this year.

Laura I. Wagner, 16, a junior at St. John's International School, Brussels, daughter of State Department Counselor for Narcotics Affairs, Jim Wagner, and Ruth Wagner, now serving at the US Mission to the European Union in Brussels. Laura won the award for her commitment over several years working with children, the poor, the elderly and on behalf of the environment, as well as raising money for disaster victims, a soup kitchen, a local ecology club and Amnesty International.

Picture of Jane Symington

Jane W. Symington, 16, a sophomore at Academia Cotopaxi, daughter of State Department Political Officer, W. Stuart Symington, and Susan Ide Symington, now serving at the US Embassy in Quito, Ecuador. Jane won the award for her work with her school's social action committee, her local ecology club as well as her volunteer work at school and at her church.

Pictured above is Youth Award winner Jane Symington, volunteering at her local church in Quito, Ecuador.

Roy Stanford Zwahlen, 18, a senior at the George C. Marshall High School, Ankara, son of Assistant Army Attaché Lieutenant Colonel Samuel Zwahlen, and Susan Pyper Zwahlen, assigned to the

US Embassy in Ankara, Turkey. Roy was chosen for the Youth Award because of his dedication to his community, for taking on causes whenever and wherever he has seen the need. Roy has been involved in either running or organizing a number of fund-raising events on behalf of earthquake victims. Among other activities, he is in the process of raising money and gathering toys for the children's ward of the Oncology unit at a local hospital.

The selection committee for the Foreign Service Youth Award is made up of Board members of the Foreign Service Youth Foundation (FSYF), and representatives from the Family Liaison Office (FLO) and the Associates of the American Foreign Service Worldwide (AAFSW). Faye Barnes, FLO director, is Awards chair.

The Foreign Service Youth Foundation also recognized the accomplishments and volunteer spirit of the Washington-based editors of the Around the World in a Lifetime (AWAL) teen's newsletter, WINGS of AWAL. This year's editors are Courtney Hastings, a senior at McLean High School, McLean, Virginia, son of Norm and Lily Hastings;

and Jimmy Wackerbarth, a senior at George Mason High School, Falls Church, Virginia, son of Paul and Cindy Wackerbarth. They were recognized for their leadership and dedication to support for Washington area teens and reaching out to those living with their families abroad.

Career Management Help for Family Members

Family Liaison Office (FLO)

Tel: 202-647-1076

800-440-0397

FAX: 202-647-1670

Email:

FLO@state.gov

Intranet web site:

<http://hrweb.hr.state.gov/flo.html>

Internet web site:

<http://www.state.gov/m/dghr/flo>

Career Development Resource Center (CDRC)

Tel: 202-663-3042

FAX: 202-663-3146

Intranet web site:

<http://hrweb.hr.state.gov/csp/cdrc/>

Transition Center (TC)

Tel: 703-302-7277

FAX: 703-302-7452

Email:

FSIOBCInfoCenter@state.gov

Intranet web site:

<http://fsiweb.fsi/obc/courses/classes.htm>

Internet: www.state.gov/m/fsi/obc

Career Learning Center (CLC)

Tel: 202-260-6614

FAX: 202-260-2616

Email:

Mpowell@ibb.gov

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job descriptions of each.

Once the research stage is complete the job seeker is ready to begin **actively searching for the right job.** Family members can access unlimited resources if they have an Internet connection.

One source is **The Network**, a bimonthly newsletter published by the Family Liaison Office that lists numerous government and non-government positions. To receive this resource, email FLO and request to be placed on the mailing list. Additionally, there are a large number of excellent government and non-government job-hunting web sites that provide job listings and job seeking advice. A lengthy list of such web sites is regularly published in *The Network* and can be accessed on the FLO Intranet site at: <http://hrweb.hr.state.gov/flo/employment/employment.html>

Family members interested in beginning work immediately upon returning to the U.S. need to be reminded to hand carry their resume, evaluations, SF-50s (USG personnel actions), and any other documentation they might need in their job search. The perfect job may be lost because the candidate is awaiting the arrival of luggage, delayed air freight or household shipment that holds all their important paperwork.

Once a family member arrives in the D.C. area, there are many additional resources to which they have access. They should avail themselves of the consulting

provided by the Employment Program staff of the Family Liaison Office. Employment Program Coordinator Paula Riddle can assist spouses interested in working for the U.S. Government. Paula guides spouses through the labyrinth of regulations and procedures and assists them in avoiding the pitfalls. Employment Specialist Debbie Thompson and Employment Program Assistant Liza Bright assist spouses looking for non-government employment.

Another D.C. resource is an employment workshop sponsored by the Transition Center (Overseas Briefing Center) and held at the Foreign Service Institute. The workshop is entitled "Targeting the Job Market" and is offered four times each year. Contact Sharon Pound of the Transition Center at (703) 302-7268 or email at PoundSL@state.gov to register. The participants of this workshop develop their job searching skills through hands-on experiences with self-assessment, networking, resume writing, and interviewing.

There are also several local One-Stop Employment Centers, Women's Centers and Career Centers that are available to our spouses. Many of the services provided are free or inexpensive. For initial information, contact the Family Liaison Office (see listing at left).

Although the Washington job market has recently experienced a slight cooling off, jobs are still abundant. Finding employment

continued on next page

that is satisfying and enjoyable is always difficult and in this current market will take a little more time and effort.

Take advantage of the valuable resources available to you! These resources provide the necessary knowledge required for choosing the right job.
(End)

If you are a family member posted overseas and have a difficult time accessing the Internet, please contact the FLO Office and we will gladly send or FAX you the materials you need for career management and conducting an employment search.

Personal Contingency Planning: An Important Step When Moving from Post to Post

Heading overseas? Transferring from post to post? Just arriving in your new location? It's transition time again, and time to think about contingency planning for you and your family.

In today's world, members of the Foreign Service must live with possibility of an evacuation from their overseas post. Since January 2001, five posts were placed on authorized departure (voluntary evacuation status) due to security concerns or natural disasters. You may think you are going to a post that is unlikely to experience an evacuation, but the only thing we know for sure is that anything can happen! Two-thirds of post evacuations are from low to medium risk posts.

Personal contingency planning is also helpful in cases of medevac and/or quick curtailment. As a quick guide, use FLO's booklet *Evacuation Plan: Don't Leave Home Without It*. The checklists are helpful reminders of what needs to be done before you depart one post and arrive at a new post.

Foreign Service personnel should make specific contingency plans if any of the following situations apply to your family.

- ⇒ You are a single parent or a tandem couple with children (you may need to stay at post while your child is evacuated)
- ⇒ You have a parent with you at post
- ⇒ You have a partner or member of household who is not on your orders
- ⇒ Your pets are with you at post

As you gather information, organize your papers and put your plans in place. You'll be better prepared to deal with circumstances that may arise. For further information on contingency planning, contact Ginny Boncy, FLO Support Officer.

*Overseas posts
that were placed
on authorized
departure status
sometime
between
January and
May of 2001*

*Abidjan
Kinshasa
Monrovia
Port-au-Prince
San Salvador*

News from FLO's Direct Communication Project

FLO hosts Book Launch for *Employment Options for Foreign Service Family Members*

In February, the Family Liaison Office launched the second edition of *Employment Options for Foreign Service Family Members*, a 360 page resource guide with practical job hunting strategies. At the ceremony, Faye Barnes, FLO director, told an audience of over 100, "This book is different from any employment book you can pick up at Border, Barnes and Noble, or Amazon. I tend to think of it as esoteric: a book dedicated to assisting family members who live a mobile international lifestyle. Spousal employment figures heavily in the equation when families are deciding on overseas assignments. The ability of the spouse to locate employment can make or break a tour, or a career."

Also at the podium were Former Director General Marc Grossman, who also emphasized the importance of family member employment. "The one thing I'm sure of is that we will never achieve the diplomatic readiness unless we pay attention to our families, because the sacrifice and service that our families give to our country is what forms the core and basis for diplomatic readiness." Paying attention to families includes employment opportunities for spouses who want to work. "This book is a very important contribution," said Grossman.

Stephanie Tenet, the wife of CIA director George Tenet, and Dale Dean, husband of writer/editor Michael Ann Dean, also spoke. Honored guests included Alma Powell, wife of Secretary Colin Powell, and Ambassador Clyde Taylor of the Cox Foundation.

The book launch represented a commitment undertaken by writer/editor Michael Ann Dean, a Foreign Service family member who, among her many contributions to Foreign Service life, served in the Family Liaison Office (1986-1992) and as Community Liaison Office Coordinator in Riyadh, Saudi Arabia

(1984-1986) and Ankara, Turkey (1993-1995). Although she passed away just days prior to the ceremony, Michael Ann leaves behind what her husband, retired FSO Dale Dean, termed "a labor of love."

For family members, the book is a gold mine of career management advice, which when in hand, will assist job seekers at all levels of professional development. The 2001 edition takes into consideration the growth of the Internet and the impact this technology has had on the employment process. *Employment Options* can be ordered from page 15.

New Resources from the Direct Communication Project

⇒ ***Naturalization under Immigration and Naturalization Act, Section 319 (b)***

FLO acts as a liaison with the Immigration and Naturalization Service (INS) in expeditious naturalization cases. The service is available to DOS employees and their foreign born spouses.

⇒ ***The Survivor Checklist***

FLO produced a helpful *Survivor's Checklist* to assist Foreign Service employees and family members in handling the many details that must be attended to in the first few months after the death of a loved one.

⇒ ***Caring for An Elderly Parent***

How to care for elderly parents is a major concern for many Foreign Service families. *Caring for Elderly Parents* addresses communicating with an elderly parent, eldercare options, paying for long-term care, and helpful resources. The paper lists every State Agency on Aging, their address and web site.

To order copies of the above papers, fill out the form on the opposite page. Direct Communication Project publications are also available on the FLO web site at <http://www.state.gov/m/dghr/flo>



SUBSCRIBE TO THE Family Liaison Office Direct Communication Project

Mailing information

Name: Last, First, MI _____

Post: _____

Pouch or Street Address: _____

City, State, Zip: _____

Agency: _____

Email Address: _____

The Direct Communication Project provides information to Foreign Service family members and employees. Please return this form to request current information or indicate your interest in being on the Direct Communication Project email list.

Mail or FAX this form to: Family Liaison Office, Room 1239, Department of State, Washington, DC 20520-7512 FAX: 202-647-1670

Please add my name and email address to the following FLO newsletter subscription lists:

- ☐ **FS Direct**
- ☐ **The Network**
for job hunting and job listings in the Washington, DC area
- ☐ **Global Employment Monthly**
for job hunting overseas on the global economy

EDUCATION AND YOUTH

- ☐ Washington Area Schools: Admission Requirements and Programs of Interest
- ☐ Education Information Resources in the Department of State
- ☐ Adult Education Opportunities
- ☐ The Boarding School Option
- ☐ Education Options for FS Family Members
- ☐ Special Needs Resource Information
- ☐ FAST-TRAIN Foreign Affairs Spouses Teacher Training Project
- ☐ According to My Passport, I'm Coming Home
- ☐ Baby, You Can Drive My Car: A Guide to Obtaining a Drivers' License in the Washington Area
- ☐ Foreign Service Youth Foundation brochure
- ☐ Overseas Employment Information for Teachers

SUPPORT SERVICES

- ☐ Adoption Guidelines for the FS Family
- ☐ Caring for Elderly Parents
- ☐ Contingency Planning for Single Parents and Tandem Couples with Children
- ☐ The Foreign Service Family and Divorce
- ☐ Evacuation Plan: Don't Leave Home Without It!
- ☐ The Challenge of Change
- ☐ Separate Maintenance Allowance: Questions and Answers
- ☐ Survivor Checklist for the loss of a loved one
- ☐ Welcome Back: Evacuation Information

OTHER MATERIALS

- ☐ Naturalization under Immigration and Naturalization Act, Section 319(b)
- ☐ What Do I Do Now? A Sourcebook on Regulations, Allowances, and Finances

FAMILY MEMBER EMPLOYMENT

- ☐ Bilateral Work Agreements and De Facto Work Arrangements for FS Family Members
- ☐ Employment Factors for USG Family Members Overseas
- ☐ Executive Order 12721 on Non-competitive Eligibility
- ☐ Employment Options for Foreign Service Family Members
- ☐ Employment Services Available to Family Members
- ☐ Family Member Appointment (FMA) brochure
- ☐ FAST-TRAIN Foreign Affairs Spouses Teacher Training Project
- ☐ Functional Training for Foreign Service Family Members
- ☐ Guidelines for Describing Volunteer Activities
- ☐ How to Prepare Your SF-171
- ☐ Overseas Employment Information for Teachers



Family Liaison Office

Room 1239

Department of State

Washington, DC 20520-7511

Subscribe to Receive FS Direct via Email!

NEW

As of September, 2001, FS Direct will become an “Enews” letter, sent by email to all subscribers. To join the email list, please fill out the form on page 15.

Since the Direct Communication Project was launched in May, 1985, the Family Liaison Office has provided Foreign Service families with helpful information about education, the Foreign Service lifestyle, family member employment, and other issues that are an integral part of Foreign Service life. FS Direct is published by the Family Liaison Office and is sent to all members of the Direct Communication Project.

Sarah Genton, Editor

